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Approved For Release 2001/11/08 : CIA-RDP83T00573R000100060005-3

ODP 8-1487
11 August 1978

MEMORANDUM FOR: Chief, Information & Privacy Staff,
DDA

25X1A

FROM : [REDACTED]
Executive Officer, ODP

SUBJECT : Computer Application Possibly
Subject to Privacy Act (U)

1. (U) Please review the attached documentation regarding an NFAC computer application involving personal data on Agency employees. What actions, if any, must NFAC, ODP, or IPS take to insure compliance with the Privacy Act before going operational in September 1978?

2. (U) From a jurisdictional standpoint, ODP has coordinated this application with the Office of Personnel representative on the PERSIGN development team and obtained informal concurrence to proceed.

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Att:
PDP System Design Paper (C)

cc: C/AD/ODP

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O/D/ODP [REDACTED] ee/8-11-78

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PDP System Design Paper

(U)

A Personnel Development Profile Monitoring System

for

National Foreign Assessment Center

Plans and Programs Staff

Prepared by

Office of Data Processing

Applications, D Division

7 April 1978

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1.0 INTRODUCTION (U)

(C) Project Personnel Development Profile (PDP) is a joint effort by the Plans and Programs Staff (PPS) of the National Foreign Assessment Center (NFAC) and the Office of Data Processing (ODP) to produce a Personnel Development Profile monitoring system. The intent of such a system is to assist PPS in maintaining a computer file of personnel who are members of the NFAC Executive List and/or the Executive Development Roster.

2.0 PPS REQUIREMENTS (U)

(U) PPS has requested that this system include the following features:

- VM/CMS CAM formatted menus for entry and update of personnel records.
- The ability to use RAMIS reporting facilities for on-line queries and batch reports of the PDP computer file.
- Simplicity of use and operation.

3.0 INFORMATION FLOW (U)

(U) Information to be included in the PDP system will be keyed by PPS personnel, using VM/CMS CAM formatted menus. APPENDIX A contains a description of the number and type of data elements associated with each personnel record. APPENDIX B displays the PDP ADD MENU format. This information will be stored in a VM/CMS file contained on a PPS mini-disk. It is expected that the PDP system will contain between [REDACTED] personnel records.

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(U) Once PPS has keyed all desired personnel records into the PDP system, three facilities will be available to enable them to maintain the computer file:

- The PDP ADD MENU may be used to add additional personnel records to the computer file.
- The PDP UPDATE MENU may be used to update or correct information for individual personnel records.
- The PDP DELETE program may be used to delete personnel records from the computer file.

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In all of these facilities, the personnel name is used as the key which uniquely identifies a record.

(U) One basic RAMIS report program will be provided to produce an off-line listing of the PDP computer file. APPENDIX C contains a sample report page, illustrating the information format. The PDPLIST program will produce this report by submitting a batch RAMIS job to be run in the ODP Ruffing Computer Center.

(U) A basic RAMIS database will be provided for on-line VM/CMS queries of PDP information. This will contain an external file definition, matching the format of the VM/CMS PDP computer file. The PDPRAMIS program will be used for these queries.

4.0 DELIVERABLES (U)

(U) ODP will be responsible for delivering the following items:

1. Two on-line VM/CMS programs (PDPADD and PDPUPDAT) in MODULE format. These perform the basic CAM menu actions.
2. Five on-line VM/CMS EXECs (PDPADD, PDPUPDAT, PDPDELET, PDPLIST, and PDPRAMIS) and one EDEXEC (PDPDELET). These simplify the use of the PDP system.
3. One on-line VM/CMS RAMIS database (RAMDATA DATA). This will contain the RAMIS external file definition corresponding to the PDP data file. It will enable PPS personnel to perform on-line queries of PDP data.
4. Two on-line VM/CMS RAMIS command files (PDPREF and PDPLIST). These contain the RAMIS statements required to define the PDP external files, and produce a listing of the PDP data file.
5. One on-line VM/CMS JCL file (PDPLIST). This contains the batch job control language statements necessary to produce a listing of the PDP data file.
6. One PDP System User's Manual and appropriate instruction of the use of the system.

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(U) PPS will be responsible for delivering the following items:

1. Collecting, keying, maintaining, and verifying the personnel data to be kept in the PDP data file.
2. Generating the ad hoc, on-line RAMIS queries and reports which are needed to perform their personnel-monitoring function.

5.0 RESOURCE REQUIREMENTS (U)

(U) It is expected that the completion of the proposed PDP system will require the following ODP resources:

- 50 work hours x \$17/hour = \$850
- \$200 in computer time

Thus, the total cost of developing this system will be approximately \$1050.

(U) The above resource estimates include the development of a prototype PDP system, which has already been released to PPS for use and experimentation. It is expected that ODP will be able to deliver a complete PDP system to PPS within one week of our receipt of their concurrence with this system design.

6.0 SUMMARY (U)

(U) It is understood that the PDP system described in this paper is to be a working system which will both serve a current need and enable PPS to determine future requirements for a larger, more-comprehensive system. As such, it is simple, and oriented towards a user population which is familiar with RAMIS.

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APPENDIX A (U)

(U) This appendix contains a description of the format of the VM/CMS file which contains the PDP data computer records. One record is kept for each personnel record.

<u>RAMIS Acronym</u>	<u>Data Element Description Form</u>	<u>Length</u>	<u>Column</u>
NAME	Personnel name in the form: Last, First Initial	24	1-24
SEX	"M" = "Male"; "F" = "Female"	1	25
OFFICE	Office abbreviation (Verified against list of codes)	6	26-31
CAREER SER	Career Service Designator	2	32-33
COMPRANK	Comparative Ranking Evaluation	2	34-35
GRADE	G. S. Grade ("01" to "18")	2	36-37
DOG	Date of Grade (Year-Month)	4	38-41
PRESPOS	Present Position Title	8	42-49
NEXTPOS	Next Planned Position Title	8	50-57
JOBEXP	Planned Job Experience	10	58-67
COURSE1	Planned Training Course #1	15	68-82
COURSE2	Planned Training Course #2	15	83-97
LIST	Executive List Indicator (Has "X" if on list)	1	98
ROSTER	Executive Development Roster Indicator (Has "X" if on list)	1	99

P.D.P. MONITORING SYSTEM -- PERSONNEL ADD MENU

NAME (LAST, FIRST INITIAL)		SEX (M/F)	OFFICE CODE	CAREER SERVICE DESIGNATOR	COMPARITIVE RANKING
GS GRADE	DATE/GRADE YR MOPOSITION TITLE.... PRESENT NEXT LIKELY		PLANNED JOB EXPERIENCE	PLANNED TRAINING COURSES
--	-- / --	-----		-----	-----

(PLACE AN X IN THE) - MEMBER OF EXECUTIVE LIST
(APPROPRIATE SPACE) - MEMBER OF EXECUTIVE DEVELOPMENT ROSTER

PAGE 1

S-E-C-R-E-T

NATIONAL FOREIGN ASSESSMENT CENTER

P.C.P. MONITORING SYSTEM

NAME	SEX	OFFICE	SERVICE	CAREER RANKING	COMPARATIVE RANKING	DATE OF GRADE	PRESENT GRADE	NEXT POSITION	PLANNED JOB POSITION	PLANNED TRAINING COURSES	E L	D R
FIVE, TEST	M	PPG	II	VC	14	7703	SM MGR	ROTATION		FIRST COURSE SECOND COURSE	X	X
FOUR, TEST	F	OCR	II	HP	11	7603	INF ANAL	SYS ANAL	SYS ANAL		X	
ONE, TEST	M	ODNFAC	IA	HP	12	7712	ANALYST	ANALYST	SR ANALYST	OTR MID MGMT	X	
THREE, TEST	M	OSCR	IA	HP	15	7411	SM MGR	DIV MGR	ROTATION	GOOD COURSE BETTER COURSE	X	X
TWO, TEST	F	HIO	IZ	VC	13	7608	SR ANALYST	ANALYST MGR		COURSE ONE COURSE TWO		X

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7 August 1978

MEMORANDUM FOR: [REDACTED] EO/ODP
25X1A FROM : [REDACTED] C/DD/ODP
SUBJECT : The Privacy Act of 1974 and the Personnel
Development Profile Monitoring System (U)

1. (U) In April 1978 we completed a VM-based Personnel Development Profile Monitoring System for the Plans and Programs Staff of NFAC. A document describing the system is attached.

2. (U) The system was designed to include a computer file of personnel who are members of the NFAC Executive List and/or Executive Development Roster. The customer, 25X1A [REDACTED] Plans and Programs Staff, O/D/NFAC, has indicated that operational (real) data will be entered into the system beginning in September 1978.

3. (U) As you and I have previously discussed, please take appropriate actions to insure compliance of this system with the Privacy Act. Thanks.

25X1A [REDACTED]

Attachment: a/s

DISTRIBUTION:

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25X1A DDA/ODP/DD [REDACTED]

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